



STATEMENT OF FINAL ACTUAL PROJECT COST INSTRUCTIONS:

Form DSA-168 is to be used by project owner (school district or community college district) to report final actual project costs upon completion of construction for projects subject to review and approval by the Division of the State Architect (DSA) pursuant to Section 4-301 et seq. of the California Building Standards Administrative Code [Part 1, Title 24, California Code of Regulations (CCR)].

This form shall be completed upon filing a notice of completion with the county recorder in the county where the construction project is located.

Form DSA-168 shall not be used for projects involving Access Compliance review only. Such projects must include the submittal of Report Verifying Actual Project Costs – ACS Only Projects (form DSA-104).

Print or Type all information. Use black ink as form will be photocopied for DSA use. Incomplete submittals will be returned to the project owner.

DSA File Number: Provide DSA File Number as it appears on the DSA Plan Approval Letter for the project.

DSA Application Number: Provide DSA Application Number assigned to the project by the DSA Regional Office. The number is available on the DSA approved construction documents, DSA Plan Approval Letter, and through DSA's On-line Project Tracking System available at <https://www.apps.dgs.ca.gov/tracker/default.aspx>.

Project Name: Identify school, facility or project name as it appears on the DSA Plan Approval Letter.

District/Owner: Provide the name of the school or community college district.

Scope of Work: List the scope of work as it appears on the form(s) DSA-102 filed for the project.

In order to determine if refund of fees is due, DSA must determine if any scope or elements included in the original construction documents, approved by DSA, were not constructed.

Line 1: Total Original Construction Contract Amount: Enter the original construction contract amount or the sum of multiple original contract amounts as reported on Contract Information form(s) DSA-102 for the project. Include all costs as defined in CCR Title 24, Part 1, Section 4-322 for all work included in the approved plans and specifications.

Line 2: Total Change Order Amount: Enter the total net costs from change orders and other contract amendments. Include the estimated value of work performed by any school/community college district employees and/or volunteers and for any donated materials or materials provided by the district.

If there are no changes to the contract amount(s), or if the net effect of all the changes is zero, indicate "0". If left blank, the form will be returned to project owner as an incomplete submittal.

NOTE: Deductive change orders for reducing the scope of work from the approved plans and specifications shall not be included in the calculation of the overall change order amount.

Line 3: Total Construction Management Amount: Enter the total cost of construction management services as required by CCR Title 24, Part 1, Section 4-322. See DSA Interpretation of Regulations IR A-23 for additional information. If no reportable construction management services (as described in DSA IR A-23) are applicable to the contract, indicate "0". If left blank, the form will be returned to project owner as an incomplete submittal.

Line 4: Final Actual Project Cost: Enter the sum of lines 1, 2, and 3. This amount will be used by the DSA to determine the need to assess further fees in accordance with CCR Title 24, Part 1, Section 4-325.